

THE TULALIP TRIBES
Job Description

JOB TITLE: Internal Auditor

JOB NUMBER: TTT 026-04

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e. diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED
- ☐ Bachelors Degree in accounting or related field. (Please attach copy with application)
- ☐ Certified Internal Auditor certification. (Applicant will be allowed 18 months to receive this certificate)

SKILLS:

- ☐ Ability to effectively operate a personal computer.
- ☐ Ability to comprehend and interpret policies, procedures, laws, regulations and guidelines.
- ☐ Must be able to communicate effectively.
- ☐ Ability to cooperate, work well and get along with co-workers and the community.
- ☐ Ability to exercise good judgment in evaluating situations and making decisions.
- ☐ Knowledge of GAAP, GAAS and of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics as developed by the Institute of Internal auditors.
- ☐ High level of organization skills with multi-tasking capabilities.
- ☐ Strong analytical competence.

EXPERIENCE:

- ☐ Minimum of ten (10) years of responsible professional experience in auditing; program evaluation; or financial, management or operations analysis.

OTHER REQUIREMENTS:

- ☐ Must have impeccable integrity.
- ☐ Must be able to work in a culturally diverse environment.
- ☐ Maintain strict confidentiality at all times.
- ☐ Must be able to work any shift (nights, weekends, and/or holidays) to meet the needs of the business.
- ☐ Must have a valid Washington State Drivers license and valid insurance. (Attach copies with application)
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Finger and manual dexterity for operations of a personal computer.
- ☐ Stamina to sit, stand, and walk for prolonged periods of time.
- ☐ Mobility to climb stairs on a frequent basis.
- ☐ Tolerance and patience to deal with upset, angry and frustrated customers/ employees.

Tribal Department: Administration

Employee Classification: Exempt

Job Summary: The Internal Auditor provides objective and professional evaluations of Tribal Government operations and assists management to accomplish there assigned responsibilities. This position ensures that all employees follow Tulalip policies and procedures and that all laws, regulations and practices affecting the Tribe are adhered to. This position works closely with all departments and all levels in tribal government and with outside agencies, as required. Conducts special investigations as required and making recommendations for improved controls, operating procedures, account records, and systems design.

Employee Reports To: Board and EFO

Extent of Job Authority: To perform duties in accordance with Tribal and Federal regulations, policies and procedures.

Specific Duties Performed:

1. Plan, organize and complete audits of tribal government departments to evaluate the effective of the tribes' internal controls.
2. Collect and analyze complex data to reach recommendations for improvement.
3. Develop recommendations on process improvements and internal control weaknesses and present to the General Manager.
4. Performs operational reviews or special requests from management.
5. Fulfill requirements to maintain (or receive within 18 months of hire) certification as Certified Internal Auditor.
6. Conduct special investigations and make recommendations for improved controls, operating procedures, accounting records and systems designs.
7. Represents the Tribe at hearings or before agencies, or at community meetings, as directed or approved by the General Manager.
8. Represents the Tribe on various committee or boards.
9. Performs all other duties as deemed necessary by the General Manager.

Terms of Employment: This is a regular full-time position requiring 40 hours per week, or 2080 hours per year.

Pay Range: \$75,000 to \$104,000 **Annual Salary**

Opening Date: September 15, 2004

Closing Date: Until Filled